

Orleans Parish Juvenile Court

JDAI Coordinator

JOB DESCRIPTION:

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill and/or ability required.

OVERVIEW:

Orleans Parish Juvenile Court (OPJC) is leading the effort in New Orleans to implement the Annie E. Casey Foundation's Juvenile Detention Alternatives Initiative (JDAI). JDAI's purpose is to demonstrate that jurisdictions can safely reduce reliance on secure detention. It also tests the hypothesis that detention reforms will equip juvenile justice systems with values, skills and policies that will change results in other components of the system, such as commitments to youth corrections facilities. JDAI seeks to eliminate the inappropriate or unnecessary use of secure detention; minimize re-arrest and failure-to-appear rates pending adjudication; ensure appropriate conditions of confinement in secure facilities and redirect public finances to sustain successful reforms. OPJC, along with five other parishes in Louisiana, became a pilot site on September 15, 2006.

The local JDAI Coordinator is responsible for the coordination, management and expansion of local juvenile detention reform initiative. The local JDAI Coordinator is charged with assisting to reduce disproportionate minority contact, inappropriate use of detention, and over reliance on detention in a rational risk-based manner without compromising public safety through the implementation of the eight core strategies of the Annie E. Casey Foundation's Juvenile Detention Alternatives Initiative.

JDAI 8 CORE STRATEGIES

1. Interagency collaboration to improve planning and coordination;
2. Use of data, including results tracking to drive policy and program decisions;
3. Reliance on objective criteria and instruments to guide admission and sanctioning decisions;
4. New or enhanced community based alternatives to secure detention;
5. Expedited case processing to reduce lengths of stay and speed the administration of justice;
6. Practices and policies to eliminate structural and personal biases that produce racial disparities;

7. Routine facility inspections to improve conditions of confinement; and
8. Innovations to reduce secure custody in “special” detention cases (e.g. violations of probation).

Successful implementation of these strategies is expected to reduce admissions, reduce lengths of stay, shorten case processing times, and increase non secure community based programs. These improvements would in turn result in reduced racial disparities and reduced daily populations in secure detention without increases in either re-arrest or failure to appear rates.

DUTIES:

- Direct and manage all community based programs for OPJC.
- Collaborate with local government in achieving the goals and objectives of the JDAI Program.
- Maintain and communicate with various community stakeholders and service providers to address specific program needs.
- Develop and implement ongoing evaluation of JDAI Program activities to measure program success.
- Assist in the development and maintenance of JDAI Program stakeholder database.
- Prepare and submit required reports to appropriate agencies.
- Assist with the expansion and financial sustainability of all programs within the department.
- Prepare and submit reports to local, state and private funders and the Court, on a monthly, quarterly, bi-annually and annual basis.
- Assist Advisory Committee in developing goals and objectives and in developing and implementing policy.
- All other duties assigned

JOB REQUIREMENTS AND DIFFICULTY OF WORK:

- Bachelor’s degree from an accredited institution with a minimum of five years’ experience working with at-risk children, youth and families within a Social Service, Educational and/or juvenile justice system. Master’s Degree preferred.
- Incumbent must be able to efficiently work with Judges, law enforcement, social service agencies, City Government, legal systems, parents, school systems/officials, community members, etc.
- Previous experience with grants administration and program development is required.
- Incumbent must reside in Orleans Parish.
- Incumbent should possess a valid driver’s license and reliable transportation.
- Ability and willingness to work extended hours outside of normal business hours.
- Ability to read, analyze and interpret general business periodicals, professional journals,

technical procedures, governmental regulations and legal documents.

- Ability to write professional reports and business correspondence.
- Ability to effectively present information and respond to questions from groups of managers, clients, public officials and the general public.
- Ability to read and interpret documents, such as court pleadings/records, school records, reports from physicians, psychologists, psychiatrists, social workers, counselors and other professionals, safety rules and policy and procedure manuals.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to compute rate, ratio and percent and to draw and interpret bar graphs.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to apply common sense understanding to carry out simple oral and written instructions.
- Ability to learn repetitive tasks quickly.
- Incumbent must have thorough knowledge of the Louisiana Children's Code as it relates to youth offenders and Families in Need of Services (FINS).
- While performing the duties of this job, the employee will come in contact with youth and their families who are residing at home, appearing at our office for interviews, at school, police sub-stations, community centers and courthouses, as well as with youth detained in the Youth Study Center (YSC). The clients may at times, become volatile or even physically aggressive.

SUMMARY:

- Under the direct supervision of the Judicial Administrator, the Juvenile Detention Alternatives Coordinator (JDAI coordinator) will coordinate and oversee all aspects of Orleans Parish Juvenile Court's Juvenile Detention Alternatives Initiative, including working with the Advisory Committee to develop and implement detention alternatives, promote working alliances between judges, prosecutors, defense counsel, law enforcement, probation, detention, service providers and the community and serve as a liaison between the Advisory Committee, OPJC, The W. Haywood Burns Institute and the Annie E. Casey Foundation.

RESPONSIBILITY:

- Incumbent performs duties according to a flexible, customary routine with priorities determined by the Judges, Judicial Administrator and service needs of the Court and the public.

Medical Benefits:

Blue Cross/ Blue Shield Health Insurance for a small monthly fee.

Dependents may be added for an additional fee paid 100% by employee.

Dental:

Optional – Basic plan provided through Reliance 100% paid by the employee.

Dependents may be added for an additional fee paid 100% by employee.

Leave:

Paid Time Off (PTO) is accrued semi-monthly, for a combined total of 24 days per year. PTO days do not roll over from fiscal/calendar year to fiscal/calendar year and is on a use or lose basis. Grant employees will not receive terminal leave pay for PTO days.

Holidays:

14 paid holidays subject to change upon Judges' discretion.

Job Responsibilities**Principle Responsibility A**

Coordinate and assist in the development of the local detention reform, vision, structure, and expansion.

Tasks

1. In partnership with the Annie E. Casey Foundation and the Louisiana State Coordinator Expansion Team, convene and coordinate local level, and joint JDAI site meetings.
2. Build interest and momentum among local JDAI key stakeholders.
3. Assist in the development of a local JDAI steering committee and provide staff support.
4. Identify detention alternatives and detention reform best practices.
5. Coordinate the development of a local work plan relative to detention reform.

Principal Responsibility B

Manage the day to day operations of the local detention reform initiative.

Tasks

1. Work with local JDAI stakeholders to prepare and submit quarterly and annual reports to Louisiana Statewide JDAI Coordinator and the Annie E. Casey Foundation.
2. Prepare meeting minutes and documents.
3. Convene and coordinate local level, and joint JDAI site meetings.
4. Coordinate analysis and planning for JDAI enhancement and site expansion.

5. Communicate regularly and meet periodically with the state JDAI Coordinator.
6. Communicate regularly with the JDAI Statewide Expansion Team and Annie E. Casey Foundation for a variety of purposes, particularly related to technical assistance planning and delivery.
7. Communicate regularly and meet periodically with other local JDAI coordinators.

Principal Responsibility C

Provide assistance, information, resources, and joint site coordination to the local JDAI stakeholder groups.

Tasks

1. Assist local JDAI Stakeholders in the implementation of the eight core JDAI strategies.
2. Provide, coordinate, and schedule technical assistance for local JDAI site meetings.
3. Convene and coordinate local level, and joint JDAI site meetings.
4. Provide local data and other information to Statewide JDAI Coordinator.
5. Coordinate model site visits, conference travel, and other travel as necessary for local JDAI stakeholders.
6. Coordinate the development of common materials and instruments where applicable.
7. Build interest and momentum among local JDAI stakeholders.
8. Identify detention alternatives and detention reform best practices.
9. Participate in regular, ongoing, and annual site visits and progress evaluations in partnership with the Annie E. Casey Foundation TA Team Leader and Statewide JDAI Coordinator.

Principle Responsibility D

Advocate on behalf of the state and local initiatives among multiple stakeholders.

Tasks

1. Build interest and momentum among local JDAI stakeholders.
2. Educate the public and other stakeholders regarding DMC and detention reform.

Orleans Parish Juvenile Court
JDAI Coordinator

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of JDAI Coordinator for the Orleans Parish Juvenile Court describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all the duties, requirements and responsibilities contained herein and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes _____ No _____

If yes, please explain: _____

Applicant/Employee signature

Date

Print or Type Name